

**CANYON SPRINGS
JOB OPPORTUNITY BULLETIN
SUPERVISOR OF BUILDING TRADES**



SALARY RANGE PER MONTH:	\$4,705 - \$5,580
TENURE:	Permanent
TIME BASE:	Full-Time
PROGRAM/DEPARTMENT:	Maintenance
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: Responsible for the daily implementation of all State, Federal, Local and Canyon Springs regulations, policies and guidelines which affect the Building Trades Section of Canyon Springs. Responsible for the supervision and coordination of personnel associated with Facility Maintenance. Responsible for assisting in the development of a budget and its implementation and management. Responsible for representing Plant Operations in external relationships, Canyon Springs or departmental relationships and other assignments as assigned by the Business Manager. Plans, assigns, and supervises the work of skilled/semiskilled workers engaged in the operation, maintenance and related work required in the incidental maintenance and repair of buildings. Evaluates staff performance and takes/or recommends appropriate action, prepare requisitions for equipment, and maintenance supplies. Also, is responsible for the clean orderly condition of all shops and related equipment rooms. Possession of a valid California Driver's License and Defensive Driver's card is required to operate any State Vehicle.

WHO MAY APPLY: People with list, transfer, or reinstatement eligibility for the class. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Reemployment List procedures; pre-employment physical, and fingerprint clearance. Application can be obtained from Canyon Springs or from the Internet website, www.CalHR.ca.gov. **Faxed applications or resumes will not be accepted.**

SEND COMPLETED STATE APPLICATION (STD. 678) TO:

CANYON SPRINGS
HUMAN RESOURCES – EXAM UNIT
69-696 RAMON ROAD
CATHEDRAL CITY, CA 92234
PHONE: (760) 770-6260

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"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."

**STATE OF CALIFORNIA
DEVELOPMENTAL SERVICES**

CLASSIFICATION TITLE: Supervisor of Building Trades
RELEASE DATE: 9/20/17